

Date/Time Stamp: 11/11/2011 11:11:11 AM

17 MAR -8 PM 3:15

☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**  
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Travel date(s): February 17-23, 2017

Name of accompanying family member (if any): n/a

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount	1280.00	442.97	115.00	75.00 (Malawi landing visa)

**Expenses for Accompanying Spouse or Dependent Child (if applicable):**

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. *See Senate Rule 35.2(c)(6).* (Attach additional pages if necessary.): **See attached description**

☐ 1  
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March 8, 2017  
(Date)

Melanie A. Steele  
(Printed name of traveler)

unlabeled as other  
(Signature of traveler)

**TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:**

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

08108/17  
(Date)

(Signature of Supervising Senator/Officer)



**ප්‍රතිපත්තිමය පිටුව**

9:30-10:30 am	<p>Meeting with ACC's Malawi leadership team from Blantyre, Malawi</p> <p>During this meeting, we discussed the challenges that community organizations, specifically child-care community organizations, face in Malawi and more specifically, some of ACC's challenges.</p>
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11:00 am-12:30 pm Meeting with Deputy Minister of Disaster and Relief Management, Dyce Nkhoma  
During this meeting, we discussed natural disasters and access to relief and resources. We also discussed the role of UN and International Community in managing contingencies resulting from disasters. The Ministry also told the group about the devastating effects of flooding in 2015-2016 caused by La Nina phenomenon.

1:30-2:45 pm	<p>Working lunch with UNICEF Representative, Deputy Director Ms. Roisin Murphy</p> <p>During lunch, we discussed UNICEF's role in helping orphans in Malawi. We also discussed challenges faced and progress made by UN agencies working in Malawi and beyond.</p>
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3:00-4:15 pm	<p>Meeting with Ministry of Gender, Children, Disability, and Social Welfare Dr. Mary Shawa</p> <p>During this meeting, we discussed Malawians access to social programs, status of orphans in Malawi, resources for children's programs, and aid funds distribution.</p>
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5:00-7:00 pm      Staff time at hotel

7:30-9:30 pm Working dinner with Mr. Joshua Nthakomwa, Malawi Investment and Trade Center

During dinner, we learned more about the Malawi Investment and Trade Center's mission, namely they are a trade and inward investment promotion agency, established to promote Malawi as an ideal destination for trade and investment in Africa and beyond. The Center provides specialized support to investors in all prioritized sectors for industrializing Malawi; and also promotes and facilitate export products and services of Malawi.

**Tuesday, February 21, 2017:**

7:30 am Depart hotel for U.S. Embassy

8:00-9:15 am Meeting with Ambassador Virginia E. Palmer, U.S. Ambassador to the Republic of Malawi

During this meeting, we focused on the United States' priorities in Malawi and the region, children's rights, U.S. foreign aid to Malawi, and the work of USAID. Additionally, we discussed the impact of PEPFAR in Malawi and the challenges of people living with HIV/AIDS in Malawi.





3:40 pm Arrive in Johannesburg

6:55 pm Depart for IAD on South African 209 via Accra (1 hour refuel)

**Thursday, February 23, 2017:**

6:15 am Arrive at IAD

15000015



**International Amitofo Charity Center**  
941 S. Vermont Ave. Ste 101#76, Los Angeles  
CA 90006 USA  
P. O. Box 941481 Los Angeles CA 90093 USA  
[www.acc-usa.org](http://www.acc-usa.org) [info@acc-usa.org](mailto:info@acc-usa.org)



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## **U.S. Congressional Staff Delegation to the Republic of Malawi February 17-23, 2017 Final Agenda**

### **Friday February 17, 2017**

**5:40PM** Depart from IAD on South African 208 via Dakar (1 hour refuel)

### **Saturday February 18, 2017**

**5:20PM** Arrive in Johannesburg (JNB)

**Proceed to the Hotel near Airport**

*Location: Peermont D'oreale Grande Hotel, 64 Jones Rd, Johannesburg, 1620, South Africa*

*Phone: +27 11 928 1770*

**8-9:30PM** Working Dinner with Delegation Participants

Discussion Focus: Program Agenda Review and Logistics – Overview of ACC structure and work

*Location: Hotel*

### **Sunday February 19, 2017**

**6:30AM** Breakfast at the Hotel

**7:15AM** Proceed to Airport for Check in

**10:00AM** Depart from JNB to Lilongwe, Malawi on South African 170

**12:15PM** Arrive in Lilongwe, Malawi

**2:00PM-** Visit ACC Site (under construction) and Surrounding Rural Areas

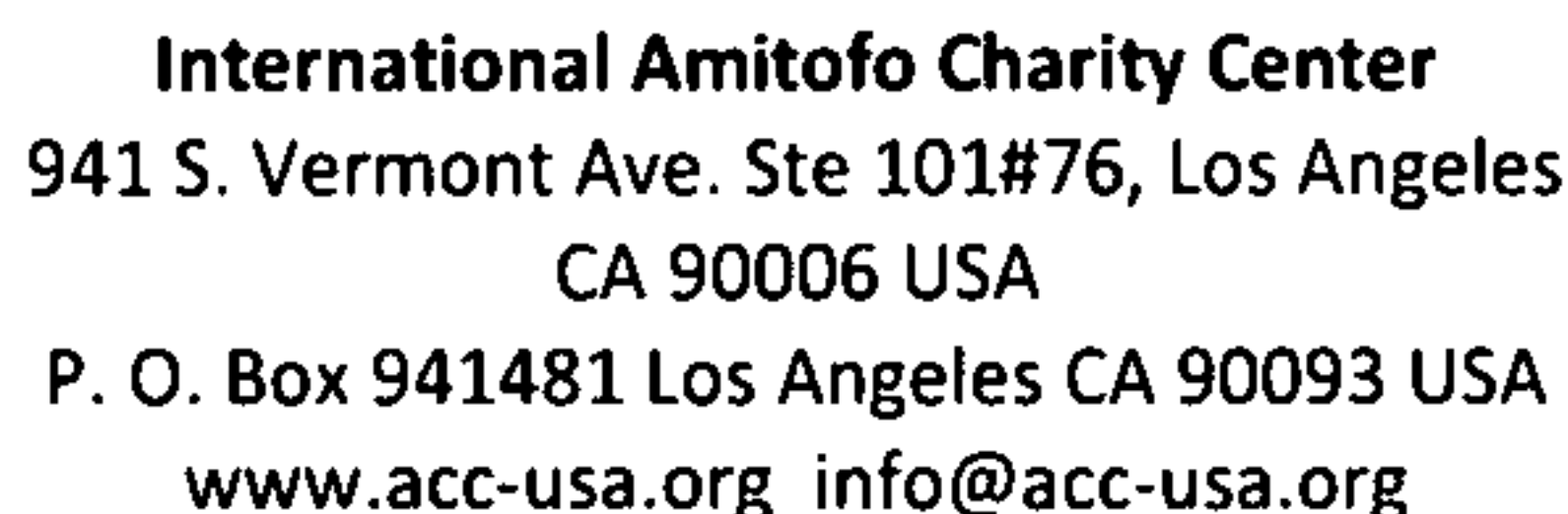
**4:00PM** Briefing on Culture and Economy of Malawi (incl. Lunch Break)

Background: This visit is to a future site of another ACC orphanage center in Malawi. The purpose of the visit was to show the participants the scope of work, including materials and technology used to create ACC centers. Importance of geographical location and access to resources such as drinking water was discussed. A guided tour of the surrounding rural areas was given to present the staffers with overview of daily life of average Malawian, to show available infrastructure and give historical as well as cultural context to understand challenges and progress in perspective. Participants also witnessed a ACC food aid donation distribution to village close to ACC site and received a welcome message from the Chimutu Village Leader.

**5:00PM** Arrival at the Hotel, Check in

*Location: Sunbird Capital Hotel, Chilembwe Rd, Lilongwe, Malawi*

*Phone: +265 1 773 388*



**Location: Sunbird Capital Hotel**

**Discussion Focus:** What resources are needed most to service children's needs.

### Protection of Children's Rights and role of NGOs.

**Confirmed participants:** Maxwell Matewere, Executive Director, Eye of the Child; Mr. Gondwe, Acting Executive Director, Center for Human Rights and Rehabilitation (CHRR)

**5:45-7:45PM Staff Time at the Hotel**

**8-9:30PM Working Dinner with Delegation Participants and Amitofo Charity Center Leadership**

**Discussion Focus: Program Agenda Review, Participants Feedback on Activities During Day 1**  
**Goals of ACC in Malawi and the region. ACC's work in the United States.**

**Location:** Hotel

**Monday February 20, 2017**

**6:30-8:00AM Breakfast at leisure at the Hotel**

## Principal Meeting with Ministry of Education, Science and Technology

**Unavailable**      *Location: Malawi Ministry of Education, Science and Technology*

**Discussion Focus: Access to Education from pre-school to college, Government programs for orphans.**

## Principal Meeting with Ministry of Health

**Unavailable**      *Location: Malawi Ministry of Health*

**Discussion Focus: Health risks affecting children, access to healthcare and related issues.**

**9-10:30AM\* Meeting with ACC's Malawian Leadership**

**Discussion focus: challenges facing child care community based organizations in Malawi.**

**\*Substitute meeting**

**11:00- Meeting with Deputy Minister of Disaster and Relief Management, Dyce Nkhoma**

**12:30PM**      *Location: Ministry of Disaster and Relief Management, Capital Hill, Top Floor*

**Discussion Focus: Natural disasters and access to relief and resources. Role of UN and International Community in managing contingencies resulting from disasters. Devastating effects of flooding in 2015-2016 caused by La Nina phenomenon.**

**1:30- Working Lunch with UNICEF Representative, Deputy Director Ms. Roisin Murphy**

**2:45PM** *Location: Four Seasons Lifestyle Centre, Presidential Way, Area 12*

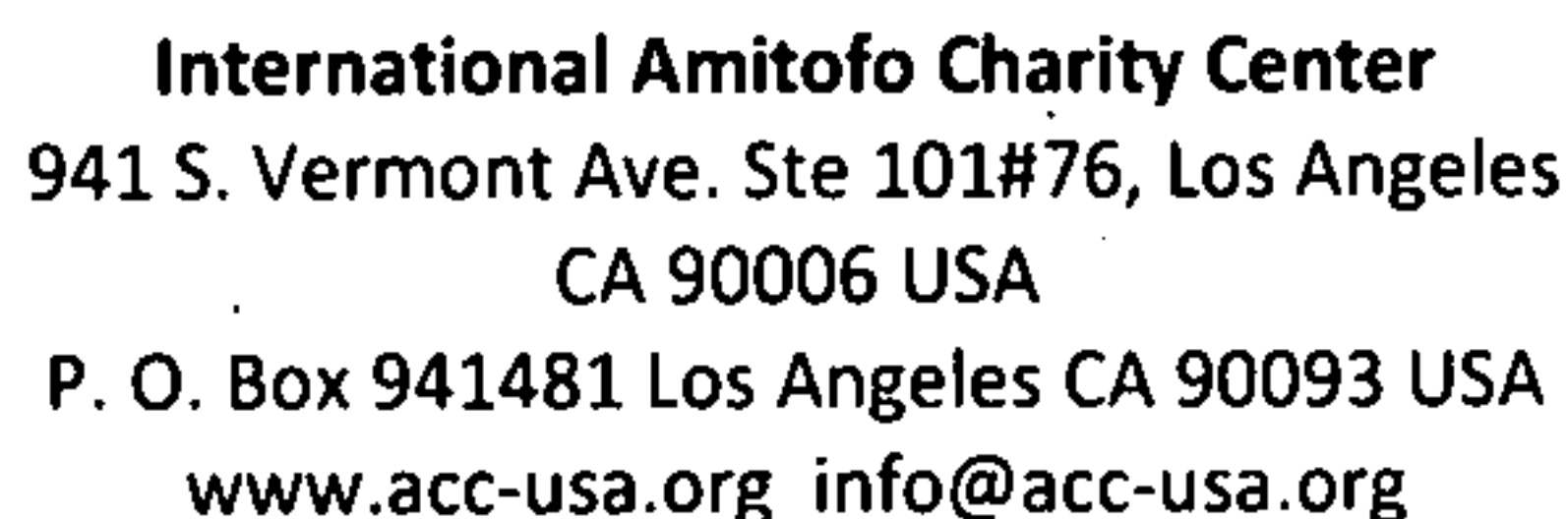
**Discussion Focus: UNICEF role in helping orphans in Malawi. Challenges faced and progress made by UN agencies working in Malawi and beyond. UNICEF's focus shift from orphanage based care to community based care. Importance of Health Messaging.**

**3:00- Meeting with Ministry of Gender, Children, Disability and Social Welfare**

**4:15PM** **Dr. Mary Shawa**

**Location:** Malawi Ministry of Gender, Children, Disability and Social Welfare  
Gemini House City Centre 4th floor





**Rescheduled Coffee with Civil Society Leaders, 2<sup>nd</sup> Session** (Invited to attend the working dinner)  
*Location: Sunbird Capital Hotel*

**5PM-7PM**      **Staff Time**  
 *Location: Hotel*

**7:30-9:30PM** Dinner with Business Community Leaders and Civil Society Leaders (Invited)  
Discussion Focus: Business Environment, Investment and Trade Issues.  
Guest speaker: Mr. Joshua Nthakomwa, Malawi Investment and Trade Center  
*Location: Hotel*

**Tuesday February 21, 2017**

**6:30-7:15AM Breakfast at leisure at the Hotel**

**7:30AM**      **Depart for U.S. Embassy Lilongwe**  
*Location: 16 Jomo Kenyatta Road, Lilongwe 3, Malawi, Tel: +265 (0) 1773 166*

**8-9:15AM Meeting with Amb. Virginia E. Palmer, U.S. Ambassador to the Republic of Malawi**  
*Location: U.S. Embassy Lilongwe Area 40, Plot 24, Kenyatta Drive, Box 30016, Lilongwe 3, Tel 265 1773166*  
 Discussion Focus: U.S. Priorities in Malawi and the region, Children's Rights, U.S. Foreign Aid to Malawi and work of USAID. Environment and Climate Agenda. Institutional Continuity. PEPFAR and the challenges of people living with HIV/AIDS in Malawi.

**10:00AM**      **Depart to Blantyre via Ground Transportation (6 hours)**  
Discussion Focus: ACC's work in Africa, history of Blantyre orphanage, mission challenges and rewards.

**4:00PM**      **Arrive in Blantyre, Amitofo Charity Center (ACC) Check In**  
*Location: ACC Guest Rooms (used for all ACC visitors)*  
*MP 158 Mapanga, Blantyre*

4:30-5:00PM	<p><b>Guided Tour of the ACC Facilities</b></p> <p>Background: ACC Blantyre is a fully operational orphanage facility which houses its students and staff of full time basis. ACC Malawi Director gave a tour of the facilities to show level of infrastructure achieved with existing funding and discuss potential improvements based on obstacles experienced by ACC Blantyre facilities.</p>
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**5-6:30PM**      **Meet and Greet with Students and Staff of the ACC Blantyre**  
Discussion Focus: Being a Positive Role Model. Congressional Staff had a chance to interact with Malawi youth who are also orphans. They were able to share their personal stories and present the young students with a positive role model experience.

[illegible]





<p><b>6:30-7:30PM</b></p>	<p><b>Dinner with ACC Students and Staff</b></p> <p>Discussion Focus: ACC students and staff reflected on their future plans and possibilities. Students discussed what their aspirations are after graduating. ACC staff discussed the options which the students have. Congressional Staff were be able to compare the options to those they experienced in their career progression and make suggestions.</p>
<p><b>7:30-10:00PM</b></p>	<p><b>Students Presentations (Arts &amp; Crafts, Dance, Music, Martial Arts)</b></p> <p>Background: Student presentations served two purposes, the first and main purpose was to show the artistic curriculum being provided to orphans at ACC which is built into the model of raising a well-rounded individual. The second purpose was for the children to showcase their cultural and traditional expressions through artistic presentation which allowed for the participants to learn and reflect on Malawi culture. This also allowed for the children to be able to share their work with an American audience, which was a proud moment for them.</p>

<b>6:30-8:30AM</b>	<b>Breakfast with ACC Students and Farewell</b> Discussion Focus: Group discussions, small groups of 10-15 students sat down with each participant to reflect on life before ACC and after joining the program as well as future aspirations.
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<b>Cancelled</b>	<b>Visit the Malawi Supreme Court – Could not be arranged</b> Background: Understanding how various branches of government operate in Malawi to be able to compare to the American model. Meet with Court Staff to get an update on national cases being reviewed currently and develop understanding of their context.
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**6:55PM Depart for IAD on South African 209 via Accra (1 hour refuel)**

**6:15AM**                      **Arrive at IAD**

[illegible]

## EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

17 FEB-3 PM 3:31  
17 FEB-3 PM 3:31

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Melanie Ann Steele

Employing Office/Committee: Sen. James E. Risch

Private Sponsor(s) (list all): Humpty Dumpty Institute and Amitofo Charity Center

Travel date(s): February 17-23, 2017

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Malawi (Lilongwe, Blantyre) with transit via Johannesburg, South Africa

Explain how this trip is specifically connected to the traveler's official or representational duties:

As legislative counsel, I am seeking to learn more about education and child welfare issues in Malawi to better assist the Senator in his Foreign Affairs Committee work. By meeting with Ministry of Education to learn about how Malawi provides access to education from pre-school forward and meeting with the Ministry of Gender, Children, Disability and Social Welfare to discuss access to social and children's programs, this trip will give me a first-hand experience that will assist me as I prepare the Senator for hearings and meetings regarding these issues.

Additionally, as the staff member who also handles judiciary issues, it will be valuable to see how the Supreme Court in Malawi compares to the U.S.

Name of accompanying family member (if any): n/a

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

03 February 2017  
(Date)

Melanie A. Steele  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, James E. Risch hereby authorize Melanie A. Steele  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

02/03/17  
(Date)

James E. Risch  
(Signature of Supervising Senator/Officer)

## EMPLOYEE PRE-TRAVEL AUTHORIZATION

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Date/Time Stamp: .

U.S. SENATE  
ETHICS

MAR 10 AM 8:47

Name of Traveler: Melanie Ann Steele

Employing Office/Committee: Sen. James E. Risch

Private Sponsor(s) (list all): Humpty Dumpty Institute and Amitofo Charity Center

Travel date(s): February 17-23, 2017

*Note: If you plan to extend the trip for any reason you must notify the Committee.*

Destination(s): Malawi (Lilongwe, Blantyre) with transit via Johannesburg, South Africa

Explain how this trip is specifically connected to the traveler's official or representational duties:

As legislative counsel, I am seeking to learn more about education and child welfare issues in Malawi to better assist the Senator in his Foreign Affairs Committee work. This trip to Malawi will give me first hand experience and how it will assist me. ... Attn: Jean M. Kilker

Name of accompanying family member (if any): n/a

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

19 January 2017  
(Date)

Melanie A. Steele  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, James E. Risch hereby authorize Melanie A. Steele  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

01/18/17  
(Date)

James E. Risch  
(Signature of Supervising Senator/Officer)



## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors):  
Humpty Dumpty Institute (HDI) and Amitofo Charity Center (ACC)
2. Description of the trip:  
U.S. Congressional Staff Delegation to Malawi, fact-finding trip to promote dialogue
3. Dates of travel: February 17-23, 2017
4. Place of travel: Malawi (Lilongwe, Blantyre) with transit via Johannesburg, South Africa
5. Name and title of Senate invitees: Ms. Melanie A. Steele, Legislative Counsel, Senator James E. Risch
6. I *certify* that the trip fits one of the following categories:  
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.  
– OR –  
☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.  
– AND –  
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:  
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.  
– AND –  
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).



9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

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11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

HDI will work with ACC on logistics and all travel arrangements from start to finish. HDI will consult with the U.S. Embassy in Lilongwe on any country-specific issues and travel advisories. HDI and ACC will schedule meetings with U.S. Embassy, Malawi Gov't, civil society, business leaders, children's rights orgs.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

HDI works to promote dialogue between the U.S. Congress, the United Nations and foreign entities. This program is part of a series of fact-finding overseas Congressional programs organized by HDI. The prog. to Malawi is being co-sponsored by ACC, a U.S. non-profit focused on children's rights.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

HDI sponsored 49 delegations to the United Nations Headquarters. Over 600 offices have participated in these programs on bipartisan basis, from both House and the Senate. HDI also organized 20 overseas fact-finding programs to various locations on bipartisan and nonideological basis to promote dialogue.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

ACC works with orphan children in Africa in providing the facilities and resources to live and study.

HDI administers a Higher Education Alliance program where we bring speakers from the UN to various colleges and universities in the US. HDI also hosts an annual UN Boot Camp for college students.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	\$1500	\$580	\$250	\$120 - taxis in US \$80 - airport visa \$100 - ground transportation in Malawi

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

b) the trip involves an event that is arranged or organized specifically with regard to congressional participation

18. Reason for selecting the location of the event or trip

HDI's is partnering with ACC, both U.S.-based non-profits. ACC runs children's centers in Blantyre and Lilongwe. Lilongwe is the capital of Malawi and U.S. Embassy is based there.

19. Name and location of hotel or other lodging facility:

Marriott Airport Hotel - Johannesburg (1 night transit); Crossroads Hotel - Lilongwe (2 nights);

ACC Guest Room - Blantyre (1 night).

20. Reason(s) for selecting hotel or other lodging facility:

Transit is required in Johannesburg based on flight itinerary, airport hotel is selected for convenience.

Crossroads Hotel in Lilongwe is selected because of proximity to meetings locations. ACC Guest Rooms in Blantyre will be used because of proximity to meeting locations. All lodging costs are within USG rates.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

All lodging, meals and incidental expenses are within the prescribed allowable USG per diem rates for the travel locations.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

**Coach class international airfare. Ground transportation in Malawi.**

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

**Signature of Travel Sponsor:**

**Name and Title:** Joseph Merante, Executive Director, HDI.

**Venerable Huili, President, ACC.**

**Name of Organization:** Humpty Dumpty Institute; Amitofo Charity Center.

**Address:** 527 Hudson Street #20061, NY, NY 10014; 941 S. Vermont Ave, Ste 101, #76, LA, CA 90006

**Telephone Number:** +1-212-944-7111; +1-626-264-2827

Fax Number: n/a

E-mail Address: [joe.merante@thehdi.org](mailto:joe.merante@thehdi.org) [info@acc-usa.org](mailto:info@acc-usa.org)



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Rep. Maxine Waters (CA)  
Rep. Debbie Wasserman Schultz (FL)  
Rep. Frederica Wilson (FL)

**HDI SPOKESPEOPLE**  
Mary Wilson of the Supremes

January 17, 2017

Ms. Melanie A. Steele  
Legislative Counsel  
U.S. Senator James E. Risch  
United States Senate  
Washington, DC 20510

Dear Mr. Steele:

I am pleased to invite you to attend a Congressional Staff Delegation to Malawi (February 17-23, 2017). HDI is partnering with Amitofo Charity Center, a U.S. non-profit focused on building sustainable orphanages in Malawi and across the African continent. The delegation will have a chance to spend a night at one the care centers and interact with the orphans and staff. The participants will also meet with Malawian officials, business and community leaders, and academia. The purpose of this trip is to foster dialogue and to give the Congressional Staff an opportunity to develop a greater understanding of regional politics, economy and culture.

The delegation will leave Washington D.C. in the evening on Friday, February 17 and be back in Washington D.C. by afternoon of Thursday, February 23. All participants need to submit their ethics paperwork no later than January 18 to ensure timely trip pre-approval by the Ethics Committee. Please R.S.V.P. to Boris Shapoval at 212-944-7111 or [boris.shapoval@thehdi.org](mailto:boris.shapoval@thehdi.org).

The Humpty Dumpty Institute (HDI) will be handling all the logistics and travel arrangements for this trip in close coordination with the co-sponsors, Amitofo Charity Center (ACC). We hope you will be able to join us.

Sincerely,

Joseph Merante  
Executive Director





**U.S. Congressional Staff Delegation  
to the Republic of Malawi  
February 17-23, 2017**

## Participant List

1. Ms. LaVerne Alexander, Chief of Staff, Rep. Donald M. Payne Jr.
2. Mr. Tim Hysom, Chief of Staff, Rep. Alan S. Lowenthal
3. Ms. Sophia Lafargue, Chief of Staff, Rep. Gregory W. Meeks
4. Mr. Nathan Bennett, Legislative Director, Rep. André Carson
5. Mr. Reginald Babin, Legislative Director, Office of the CBC Chair (Rep. Cedric L. Richmond)
6. Ms. Melanie A. Steele, Legislative Counsel, Senator James E. Risch
7. Mr. Omair Mirza, Legislative Assistant, Office of the CBC 1st Vice Chair (Rep. André Carson)
8. Ms. Sayanna Molina, Foreign Affairs Legislative Assistant, Rep. Raúl M. Grijalva
9. Rev. Hong (Ms. Miaohong Liu), Amitofo Charity Center
10. Mr. Steve Ginther, Program Director, Humpty Dumpty Institute
11. Ms. Morgan DeNicola, Humpty Dumpty Institute



**8:30AM**      **Depart for U.S. Embassy Lilongwe**  
*Location: Area 40, Plot 24, Kenyatta Drive, Box 30016, Lilongwe 3, Tel 265 1773166*

**9:00AM Meeting with U.S. Embassy Lilongwe**  
*Location: Area 40, Plot 24, Kenyatta Drive, Box 30016, Lilongwe 3, Tel 265 1773166*

**10:30AM Meeting with Ministry of Education, Science and Technology**  
*Location: Malawi Ministry of Education, Science and Technology*

**12:00PM Meeting with Ministry of Health**  
*Location: Malawi Ministry of Health*

**1:30PM Working Lunch with UNICEF Representatives**  
*Location: TBC*

**3:00PM Meeting with Ministry of Gender, Children, Disability and Social Welfare**  
*Location: Malawi Ministry of Gender, Children, Disability and Social Welfare*

**4:30PM Meeting with Ministry of Disaster and Relief Management**  
*Location: Ministry of Disaster and Relief Management*

**6PM-7PM Staff Time**  
*Location: Hotel*

**7:30PM Dinner with Business Community Leaders and Members of the Malawi National Assembly (Parliamentarians)**  
*Location: Hotel*

**Tuesday February 21, 2017**

**6:30-7:45AM Breakfast at leisure at the Hotel**  
*Location: Hotel*

**8:00AM Depart to Blantyre via Ground Transportation (6 hours)**

**2:00PM Arrive in Blantyre, Hotel or Amitofo Charity Center (ACC) Check In**  
*Location: Hotel or ACC Guest Rooms, TBC*

**3:00PM Guided Tour of the ACC Facilities**

**4PM-6PM Meet and Greet with Students and Staff of the ACC Blantyre**

**6:00PM Staff Time**

**6:30PM Students Presentations (Arts & Crafts, Dance, Music, Martial Arts)**

**8:00PM Dinner with ACC Students and Staff**

**Wednesday February 22, 2017**

**6:30AM Breakfast with ACC Students**

**8:15AM Visit the Blantyre American Corner**  
*Location: Malawi Polytechnic College*

**9:45AM Visit the Malawi Supreme Court**

**10:30AM Depart for Blantyre Airport**

**1:25PM Depart from Blantyre to JNB on South African 173**

**3:40PM**      **Arrive in Johannesburg**

**6:55PM Depart for IAD on South African 209 via Accra (1 hour refuel)**

**Thursday February 23, 2017**

**6:15AM**                      **Arrive at IAD**

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